

AGENDA SUMMARY PAGE
AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 16, 2009

DEPARTMENT: CITY AUDITOR'S OFFICE

DIRECTOR: RADFORD SNELDING

☐ Consent ☒ Discussion

SUBJECT:

Discussion and possible action on the status of returning funds to inmates

Fiscal Impact

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No Impact

☐

Augmentation Required

☐

Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

To report on the status of the method of returning funds to inmates

During the review of the Audit of Detention and Enforcement's Inmate Booking and Release Processes (1403-0809-05) a change in methodology of returning funds to inmates was in process. The Audit Oversight Committee has requested Detention and Enforcement provide a report on the progress of that change.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

None

Motion made by PAUL WORKMAN to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

STEVE WOLFSON, PAUL WORKMAN, MICHAEL W. KERN; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-JOSE TRONCOSO, LOIS TARKANIAN)

Minutes:

As a result of the Audit of Detention and Enforcement's (D&E) Inmate Booking and Release process, several changes were put into place specifically with regard to the return of funds to inmates. City Auditor Radford Snelding introduced Deputy Chief Michele Hornstein along with Budget Analyst Douglas Towner of D&E.

Deputy Chief Hornstein presented a report on the most recent revisions to D&E's policies and procedures. She explained that there are three methods of receiving monies for inmates. The first option is to utilize the kiosk located in the lobby of the detention facility. Service is available seven days a week from 7:30 a.m. to 5:00 p.m. The second option is to do an electronic deposit and lastly, a telephonic deposit is available.

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Deputy Chief Hornstein remarked that previously, money orders were accepted; however, the accountability was questionable and it was not user friendly for the public. Member Wolfson asked if confirmation that at any given time, money can be deposited to an inmate's account by using any one of the three methods she spoke of. Deputy Chief Hornstein clarified that only the electronic and telephonic methods are available 24 hours, seven days a week. Deposits using the kiosk are only accessible five days a week and during regular business hours.

Member Wolfson was curious about the County's process, having heard that there are only limited hours whereby money can be deposited to an inmate's account. Deputy Chief Hornstein replied that she believes the other agencies operate that way. Mr. Towner understood that Clark County was prepared to contract with a firm that would provide them with the technology to implement similar options like the City. Member Wolfson complimented D&E for enhancing their program and revising their methods. Deputy Chief Hornstein noted that the changes will enable D&E to have better accountability.

With regard to returning funds to inmates, a meeting was scheduled to initiate a new process whereby cards, similar to a debit or gift card, would be issued to the inmate, enabling him/her to access funds. Another proposal to ensure safekeeping of the cards would direct Finance Department personnel with loading the cards. This process would be done electronically and provide audit accountability. Mr. Towner noted that other features for using the card were being considered.

Chairman Kern questioned how staff handles an inmate's collectibles. Deputy Chief Hornstein responded that the item is inventoried, and a receipt is given to the inmate. The item is kept in the department's property room, where inmates' valuable items are kept. She has been in the department for 17 years and is not aware of any complaints. The Chairman was pleased with the excellent report.